



DEPARTMENT OF GAME AND INLAND FISHERIES
BOAT REGISTRATION AND TITLING SECTION
4010 WEST BROAD ST., P.O. BOX 11528
RICHMOND, VIRGINIA 23230
(804)-367-6135

INSTRUCTIONS

“AFFIDAVIT FOR TRANSFER OF WATERCRAFT REGISTRATION/TITLE”

This procedure is required to be followed when the applicant for Watercraft Registration/Title is unable to present a Certificate of Title by reason of the same being lost or unlawfully detained by the titled owner(s). This affidavit is also required if the watercraft was not previously titled, and the applicant is unable to present a bill of sale or a change in status form signed by the last registered owner(s).

The applicant(s) must take the following steps before applying for registration/title in his/her name:

1. Attempt to contact the last registered/titled owner(s) in Virginia by certified mail at their last known address according to Department records to request the Certificate of Title and/or a release of interest in the boat if the boat was never titled at least 15 business days prior to application (letter attached). Make a copy of the letter.
2. Attempt to contact the lienholder, if any, by certified mail to request a release of interest in the watercraft at least 15 business days prior to application.
3. If the boat was registered/titled in another state, the applicant must contact the numbering/titling agency in that state for an official copy of the records indicating the last registered/titled owner(s) and his/her mailing address. Send a certified letter to the registered/titled owner and lienholder, if any, at the last known address according to that state's records requesting the Certificate of Title or a release of interest in the boat if the boat was never titled.
4. Complete the “Affidavit for Transfer of Watercraft Registration/Title” and have notarized.

After all of the above steps have been taken, the applicant(s) may apply for a registration and title in his/her name. The “Application for Watercraft Certificate of Title and Certificate of Number (Registration)” and fee must be accompanied by the following:

1. If the boat was previously registered/titled in another state, a copy of the record from that state.
2. The unopened, undeliverable certified letter mailed to the last registered owner(s) and lienholder or the green post office return receipt showing the signature of the last registered owner or lienholder and the date the letter was signed for to verify that the letter was mailed at least 15 business days prior to application.
3. A copy of the letter that was mailed to the last registered owner.
4. A copy of the bill of sale or a copy of the cancelled check (front and back) to the individual from whom the watercraft was purchased if available.
5. A copy of the lien release letter, if applicable.
6. The “Affidavit for Transfer of Watercraft Certificate of Title/Certificate of Number (Registration)” completed and notarized.
7. Any response received from the last registered/titled owner(s).



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AFFIDAVIT FOR TRANSFER OF WATERCRAFT REGISTRATION/TITLE

NOTE: This affidavit is required when the applicant for Watercraft Registration/Title is unable to present a Certificate of Title by reason of the same being lost or unlawfully detained by the titled owner(s). This affidavit is also required if the watercraft was not previously titled, and the applicant is unable to present a bill of sale or a change in status form signed by the last registered owner(s).

I (we) hereby certify that the following information is true and correct to the best of my/our knowledge:

1. That the vessel described herein has legally come into my (our) possession by means of: _____

(Purchase, Gift, Etc.)
on the _____ day of, 20_____, from: _____

(Name) (Address)
Who did not give me a valid Certificate of Title because: _____

(State the reason(s) for lack of valid Certificate of Title)
I am unable to provide a signed bill of sale or change in status form from the last registered owner(s) because: _____

2. That I/we have attached the following documents as proof of my/our efforts to obtain the Certificate of Title or Bill of Sale from the last registered owner:
 - a. If the boat was previously registered/titled in another state, a copy of the record from that state.
 - b. The unopened, undeliverable certified letter mailed to the last registered owner(s) and lienholder or the green post office return receipt showing the signature of the last registered owner or lienholder and the date the letter was signed for along with the copy of that letter to verify that the letter was mailed at least 15 business days prior to my application being submitted to this department.
 - c. If the watercraft was not purchased from the last registered/titled owner(s), a bill of sale from the individual from whom the boat was purchased is attached (A copy of both sides of a cancelled check may be submitted, if available).
 - d. If unable to provide a bill of sale, please state how the watercraft was acquired: _____

 - e. All responses that I/we have received from the last registered owners and lienholder.

(Please include any other documentation that you have to prove ownership of the vessel).

I (we) request that a Certificate of Title and Registration to the following vessel be issued in my (our) name(s):

VESSEL DESCRIPTION		
Registration Number	Make of Vessel	Year Built
FT IN		
Length	Hull Identification Number	
	X	
Name of Applicant	Signature of Applicant	
	X	
Name of Applicant	Signature of Applicant	

STATE OF VIRGINIA
City/County of:

On this _____ day of, _____ 20_____, before me personally appeared the affiant(s) signing above, acknowledged and made oath that the matters set forth in the foregoing affidavit are true.

X

Notary Public

My Commission Expires

Seal



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THIS LETTER MUST BE MAILED VIA CERTIFIED MAIL TO ALL REGISTERED/TITLED OWNERS OF THE WATERCRAFT AS LISTED IN THE STATE'S OFFICIAL RECORDS AND TO ANY LIENHOLDERS LISTED IN THE OFFICIAL RECORDS OF THE STATE IN WHICH THE VESSEL IS REGISTERED/TITLED.

Date: _____

(Owner's or Lienholders Name and Address)

Dear _____:

I have in my possession a _____ with Hull Identification Number
(Model Year) (Make of Vessel)
_____ and Registration Number _____. The official records of the State of
(Hull Identification Number) (Registration Number)
_____ has your name and address listed as the last registered/titled owner or lienholder
(State of Registration/Title)

of this vessel. I came to acquire the boat by _____.
(Describe how ownership was obtained).

The Commonwealth of Virginia requires that I submit a properly executed Certificate of Title or bill of sale from you prior to issuing a Certificate of Title in my name. If the vessel was titled and you still have the title, would you please sign the boat title in the "seller" block and send it to me as soon as possible.

If the boat was either not previously titled or if it was titled and you no longer have the title, would you please send me a signed and dated letter or note stating that you no longer have any ownership interest to the vessel. Please send me the letter or note as soon as possible.

Should you still retain any ownership interest in the vessel, please contact either me or the Virginia Department of Game and Inland Fisheries, Boat Section at PO Box 11528, Richmond, VA 23230 within 15 days via certified mail to ensure that your ownership is honored appropriately.

Thank you in advance for your cooperation.

Sincerely,

(Print Name and Address of sender)

(Applicant's Signature)